

# 2022 CLC Annual Meeting Guide

**Sunday, January 23, 2022 @ 11:30 am**

Here's your guide to attending and participating in the budget meeting.

Everyone will have the option of attending through either (1) in person at Church, or (2) Zoom. The Zoom meeting is a video format and will be recorded.

## **ZOOM meeting participation**

All members will be provided a link to join on-line.

- Zoom Meeting: <https://us02web.zoom.us/j/82893206573>

Families may join the meeting on one device – PC, tablet or smart phone. If more than one family member is joining, it is important your names are both displayed on the profile, i.e. John & Mary Smith. (see the tips page for changing profile)

Once you have logged on, you will be put into a meeting “waiting room” until the host accepts you in.

All participants will have their mics muted. Mics will be used during Q & A.

Host will monitor “Chat” window for questions and respond as necessary.

## **PHONE CALL participation**

Participants may also call in using a phone or other cell phone device.

- Phone number for Budget Meeting: **1 (312) 626 - 6799** with Meeting ID 828 9320 6573

Presenters may screen share some material for further explanation on points or topics.

All participants will have their mics muted. Mics will be used during Q & A.

## **Tips for working with your devices**

### **To change your Zoom profile name:**

PC Computer: While in the Zoom meeting, right click on your picture. Choose “rename” from the drop-down menu. Type the name of every voting member in your household who is present.

Mac Computer: Drag your mouse over your picture. Click on 3 dots. Choose “rename”. Type the name of every voting member in your household who is present.

I Pad: Touch the top of the screen. Touch Participants. Touch your name. Choose re-name. Type the name of every voting member in your household who is present.

Android: Touch your screen. Tap the “Participants” icon. A list of names will come up. Tap your name. Tap “rename”. Type the name of every voting member in your household who is present.

**To ask a question during the Zoom:**

PC: Hover over the bottom of the screen. Left click on “Reactions”. Left click on “Raise Hand”. You will see a hand appear in your picture. After your question has been answered, left click on “Lower Hand”.

Mac: Click on “Participants” found at the bottom of the screen. A list of all participants will come up. On the bottom right of that pop-up list, there will be the “Raise Hand” button. Click on that and a hand will appear in your picture and next to your name on that participant list.

I Pad/I Phone: Tap on the screen. Tap on the “Participants” icon. A list of all participants will come up. Tap on your name. Tap on “Raise hand”. After your question has been answered, tap on the “Lower Hand”.

Android: Tap on the screen. Tap on the 3 dots with “more” written underneath. Choose “Raise Hand”. After your question has been answered, tap on the “more” again and select “Lower Hand”.